

School Procedure

Rules Governing Rental & Use of School Property

PARKING IN FIRE LANES IS PROHIBITED AT ALL TIMES. ANY VEHICLES PARKED IN THE FIRE LINE WILL BE TICKETED OR TOWED AT THE OWNER'S EXPENSE

1. All persons or organizations desiring the use of school property shall obtain an application form, fee schedule and Rules Governing Rental and Use of School Property from the district's Facilities Usage Coordinator, whose contact information will be on the district's website (www.westfordk12.us) or available through outreach to the district's Facilities Department.

2. The application form shall be completed by an officer of the organization and submitted to the district's Facilities Usage Coordinator for first approval. The coordinator will process the request and ascertain and communicate fees, if applicable. It is recommended that an application be submitted at least fifteen (15) business days prior to the desired date of use. The approval of building use is not transferable.

3. Only the facilities, materials and other appropriations requested on the approved application shall be used, granted within the parameters of Policy 1201, and only for the time stipulated on the application. Rental time must include anytime needed for setting up the facility. The renter will be charged until the building is properly cleaned and cleared of all people.

4. All groups requesting non-profit status must provide proof of 501(C)3 or 501(c)4 status.

5. Payment will be submitted to the Facilities Usage Coordinator. Checks shall be made payable to the Westford Public Schools (WPS). Groups based outside of Westford and for-profit groups must pay in full upon approval of application. If food is sold at an event, Westford BOH must issue a health certificate. Facilities Usage Coordinator can provide more information on this process.

6. The Facilities Usage Coordinator will collaborate with the Head Custodian and/or Principal of the School. All Large Events (as outlined in the Facility Building Fee Schedule) shall contact the Facility Usage Coordinator at least one week prior to the scheduled use of the facilities to acquaint him/her with desired specialized seating arrangements, etc. The Director of Facilities shall be recognized by the renter as an employee of the Committee and as such he/she shall have the responsibility of suggesting curtailment of any adverse or improper activities in or about the school buildings. If the situation persists, the Director of Facilities may then enlist the aid of the Police Department.

7. Except in specific instances by the Committee, at least one (1) employee of the District shall be on duty whenever a school facility is in use. If using the auditorium, an AV technician shall be required to be present, he/she is employed by the Westford Public Schools.

8. The renter shall not have the right to exclude any Committee member or any representative of the Committee from school property or grounds, or from structures erected upon these grounds at any time.

9. The renter affirms that no event will be held for the purpose of advancing any theories subversive to the constitution or laws of the Commonwealth of Massachusetts, or the United States, or for the purpose of advocating social or political change by violence.

10. If the property shall be rented for the purpose of showing films, all copyright laws shall be honored. Equipment and content must have prior administrative approval.

11. When the rental or use of the school facility shall coincide with the regularly scheduled work hours of the custodian, the custodial fee may be waived by the Committee through the Director of Facilities.

12. A cancellation fee equal to 3 hours of custodial overtime will be charged to all permits canceled within three hours prior to the event.

13. The organization using the school facilities shall agree to indemnify the district for any and all damage by any person or persons ending the affair, and likewise the school district again, any and all liability and any and all damages to any person or persons. Groups using facilities must provide Certificate of Liability insurance in the amount of one million dollars/occurrence and one million dollars/ aggregate prior to use. For any organization, the WPS requires a certificate of insurance naming WPS as an "Additional Named Insured" and will be required with the submission of an application.

14. The person(s) or organization(s) shall be fully responsible for any damage to any school property.

15. No nails, screws, hooks, or any fixture of any kind shall be attached to any part of the building without the specific approval of the Building Administrator.

16. No changes or additions shall be made to any structure, fence, or ground elevations without the specific permission of the Committee.

17. Furniture and equipment owned by the district shall not be moved unless supervised by the custodial staff. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with the normal school program. The District does not allow the use of any of its tools ladders, ladders or any equipment unless written authorization by the Facilities Director.

18. All decorations, furniture, and other materials owned by the organizations shall be removed immediately after the rental usage. Decorations must be approved by the Westford Fire Department prior to approving the contract. No flames, candles or torches will be permitted.

19. A police officer or officers shall be present when required by law or deemed necessary by the Westford Chief of Police or designee, or the Superintendent or designee. Any charges

for such police coverage shall be the total responsibility of the renter.

20. No smoking/vaping shall be permitted in any school building or on any school's grounds.

21. The use of intoxicating beverages or liquor products anywhere in or on the premises is prohibited. Persons in attendance must confine themselves to areas assigned. Disorderly conduct is prohibited. The permit holder shall assume full responsibility for any unlawful act committed on the exercise of the permit.

22. No gambling or abusive language shall be permitted on school property. 23. All activities must be under competent adult supervision. The custodian will supervise the operation of facilities but is not required to supervise the group or activities.

24. Person(s) or organization(s) expelled from the property for violating any of the rules or regulations shall not be permitted admission to the school property again except by written permission of the Superintendent on the advice and with the consent of the Committee.

25. Regular school activities and school organizations shall have first priority in the use of any school facility. Additional prioritization shall be granted in the following order: Westford Youth Groups, Westford Adult Groups, non-Westford Youth Groups and non-Westford Adult Groups. In the event of a conflict, all reasonable efforts will be made between the conflicting parties and the district to come to a resolution. In the case of the gymnasium, priority will be given to the sport that is in season.

26. When requests are made from multiple groups of the same classification level, priority will be determined based upon number of participants, history of the program, and /or previous use.

27. The Superintendent and/or the Director of Facilities reserve the right to cancel the event at any time in the case of extreme weather.

28. The Committee shall expressly reserve to itself and to the Superintendent the right to change the rules and regulations and rental charges without notice and to revoke, for any reason they shall deem sufficient, the permission for use previously granted and shall not be responsible either directly or indirectly for any or all loss of expenditures incurred by the applicant.

Westford Public Schools
23 Depot Street
Westford MA, 01886
Phone: 978-692-5560
<https://www.westfordk12.us/>

Facilities Usage Coordinator: Katie Lemire, WPSrentals@westfordk12.us Upon agreeing to

these rules and regulations, please sign below and return to the email above.

Primary Contact of the Organization